

# LA PORTE COUNTY HEALTH DEPARTMENT

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## EVENT APPLICATION

**This completed event application is due in the Health Department at least 30 Days prior to the opening date of the event.**

**APPLICATIONS FOR VENDORS' TEMPORARY RETAIL ESTABLISHMENT PERMITS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE EVENT.**

**Application Date** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Event Name** \_\_\_\_\_

**Event Location** \_\_\_\_\_  
(Address if applicable)

**City** \_\_\_\_\_

**Event Coordinator** \_\_\_\_\_ **Phone** \_\_\_\_\_ **E mail** \_\_\_\_\_

**Person in Charge** \_\_\_\_\_ **Phone** \_\_\_\_\_ **E mail** \_\_\_\_\_  
(of organizing the food booths)

**Opening Date of Event** \_\_\_\_\_ **Start Time** \_\_\_\_\_

**Days / Hours of Operation** \_\_\_\_\_

**Source of water supply** \_\_\_\_\_. If the water supply is a well, the satisfactory results must be forwarded from a bacteriological test by a certified lab prior to the event.

**Source of electricity for food vendors** \_\_\_\_\_

**Waste water disposal location** \_\_\_\_\_

◆ ◆ ◆ ◆  
**PLEASE COMPLETE THE LIST ON THE REVERSE SIDE IDENTIFYING EACH FOOD VENDOR, CONTACT PERSON, AND PHONE NUMBER FOR THE VENDOR. IF VENDOR IS NON-PROFIT PLEASE LIST. (NON PROFITS DO NOT NEED A TEMPORARY APPLICATION OR LICENSE).**

**The LaPorte County Retail Food Establishment & Bed and Breakfast Establishment Ordinance #13-15 states: Permits, "It is unlawful for a person to operate any Bed and Breakfast, Food establishment or food store or other food vendor in LaPorte County, without first obtaining a valid permit from the Health Officer."**

	◆	◆	◆	◆	
<b>VENDOR NAME</b>	<b>CONTACT PERSON</b>			<b>PHONE NUMBER</b>	<b>E MAIL</b>

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____

- ❖ **VENDORS NOT READY AT THE DESIGNATED TIMES MAY NOT BE ABLE TO BE LICENSED AND WILL NEED TO REMOVE THEIR UNIT FROM THE EVENT.**
- ❖ **IT IS THE EVENT COORDINATOR'S RESPONSIBILITY TO ENSURE THAT UNLICENSED VENDORS DO NOT OPERATE.**
- ❖ **Temporary food service guidelines are available at [www.laportecounty.org](http://www.laportecounty.org)**
- ❖ **FAILURE TO MEET THESE REQUIREMENTS MAY RESULT IN THE INABILITY FOR FOOD VENDORS TO BE LICENSED AND SERVE FOOD AT YOUR EVENT**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Mission Statement:

*"To engage and partner in a collaborative and responsive effort with the community and local organizations with respect to the diversity of the community to better serve present and future generations."*